

## **Payroll Dialog Minutes 11/1/06 Council Chambers**

### **Introduction**

- Jeff provided introduction encouraging participation from the field during the dialog.
- Future topics are to be emailed to Steven @ [steven.shubin@fresno.gov](mailto:steven.shubin@fresno.gov)

### **TL Reported Time after Termination – Jeff**

- All payoffs are to be posted on the employee's last day of employment.

### **Continuation of Acting Pay - Yvonne**

- Question was brought up in regards to a non-exempt employee acting in the position of an exempt employee. Is the employee eligible for overtime when hours exceed the scheduled amount for the day?
  - Past opinion from the City Attorney's Office has been that non-exempt members Acting in management positions are ineligible for OT compensation (opinions dated back to the late 70s and early 80s).
  - However -- past direction seriously predates the Fair Labor Standards Act (FLSA). With that, the City Attorney's Office is reviewing the issue, in relation to the FLSA and also FMC/MOU daily OT protections.

### **Voluntary Pay – Pauline**

- Voluntary Time-Off is a program by which employees can voluntarily and temporarily reduce the number of hours worked on a daily, weekly, pay period, and or monthly basis.
- Hours not worked are on a non-paid status. The program is intended to reduce City expenses by allowing employees to take unpaid leave time without being replaced. This program is not intended to increase City costs by offering an advantage to any employee at the City's expense. Participation in the program is subject to the following guidelines:
  - Participation in this program is not available to the following: Police Department; sworn personnel in the Fire Department; Bus Drivers; and in work units which rely extensively on the use of wages/contract employees to meet on-going operational requirements, as opposed to special or short-term projects.
  - Participation in the program is voluntary on the part of the employee.
  - The employee must submit a written request the appointing authority. This request must specify the number of hours per day/ week/pay period/month that are proposed to be taken as voluntary time off without pay, as well as the date participation in the program is to begin. The request must also identify the impact upon service delivery that is expected, should the time-off be granted.

- The appointing authority, after reviewing the proposed reduced work schedule, may either approve, disapprove, or decrease the number of hours proposed to be taken off depending upon the operating needs of the department. If an appointing authority reduces the number of hours proposed to be taken off, the employee may withdraw the request to participate in the program. The department cannot fill behind an employee working a reduced work week with overtime, temporary help, acting pay (Municipal Code Section 2-1650), or contract extra help, except in emergency situations with City Manager approval.
- Voluntary time-off without pay cannot exceed the equivalent of two days per week.
- Credits toward Health and Welfare, retirement and leave accruals to which the employee is entitled, shall continue as though the employee were on fully paid status. The employee will contribute to the Retirement System as if the employee were working full-time.
- This voluntary time-off without pay program shall:
  1. Be available to employees who are otherwise available for the normal performance of their duties;
  2. Be available only to employees in permanent full-time positions with permanent status in the assigned class or department;
  3. Apply toward time in service for step advancement and toward seniority for purposes of layoff;
  4. Be granted without requiring an employee to first use accumulated vacation, compensatory-time-off, or other paid leave time;
  5. Not be available to an employee who is otherwise on leave without pay status;
  6. Not be available to an employee who is on paid leave which is being exhausted prior to commencing other leave without pay;
  7. Be taken on a scheduled basis that is mutually agreed upon by the appointing authority and the employee;
  8. Not be available to any employee who has been counseled under the City Sick Leave Policy and who is currently required to submit a physician's verification.

#### **Holidays – Steven**

- Updated Holiday matrix was provided and discussion of Saturday holiday
- Thanksgiving Payroll Processing was discussed for both T&L users and Kronos users.
  - T&L will complete all time and reports by Thursday, 11/16/06 by 5 p.m.
  - Kronos users will have Payroll Approvers email authorization to sign-off payroll by Sunday 11/19.

# City of Fresno

## Schedule of Holiday Benefits

Revised 10/31/2006

	Employee Work Status	Blue Collar *	White Collar	Confidential **	Mgmt***	Bus Drivers	Trades and Crafts	Public Safety
1	Birthdays are added to employee's :	Holiday	Holiday	Holiday	Holiday	Vacation	Holiday	N/A
2	When a City paid Holiday falls on a scheduled day off, 8 hours are added to the employee's:	Holiday (H05)	Holiday (H05)	Holiday (H05)	Holiday (H05)	Holiday (H05)	Holiday (H05)	N/A
3	When a City paid Holiday falls on a scheduled work day and employee works, hours worked are posted as:	R01 and H04	R01 and (H07, Y10 or H04)	R01 and H07	R01 and H04 (for full shift worked only)	R01 and (H07 or Y10)	R01 and H07	N/A
4	When a City paid Holiday falls on a scheduled day off hours worked are posted as:	H05 and (X15 or Y15)	X20 (No Holiday add)	X20 (No Holiday add)	N/A	H05 and (X15 or Y15)	X20 (No Holiday add)	N/A
5	When Christmas Eve and New Year's Eve fall on a workday, and an employee takes ½ day off, 4 hours are posted to:	N/A	R01	N/A	N/A	N/A	N/A	N/A

\* For Solid Waste Employees, see MOU

\*\* Non-exempt employees - (eligible for overtime)

\*\*\* Exempt Employees – (not eligible for overtime)

If holiday falls on Sunday, holiday is observed the following Monday

H04 - Holiday worked, add hours to Holiday balance

H05 - Scheduled off Holiday, add hours to Holiday balance

H07 - Holiday worked, Pay at base rate

- Kronos Users who are going to work Veteran's Day need to contact Steven. He will instruct on how to deal with the Saturday Holiday in Kronos.

### Question and Answers

- Kronos Reports need to show the Historical Edits that have been recorded
  - Payroll has already begun working with ISD on a solution to this problem.